

S E C R E T

Chief of Station, ☐ ☐

XXX

Chief, SR via Chief, WE

RENSKIN/AERODYNAMIC - AECASSOWARY-29 Administration

For you information

OEBA-16178, 8 September 1961

1. We should like to consider in this dispatch the administrative handling of AECASSOWARY-29 at ☐ ☐

2. FINANCE: AECASSOWARY-29 was given a \$1,500 advance from Headquarters AERODYNAMIC funds before he left for Europe. He is held accountable for these funds by Headquarters, not by AECASSOWARY-1. He will account for them upon his return to Headquarters, together with advances given him subsequently by ☐ ☐ and T/A'd to Headquarters. It is requested that ☐ ☐ make periodic advances to AECASSOWARY-29 for travel and operational expenses as he needs them. We suggest that for the sake of simplicity these advances be given in lump sums for both categories of expenses combined, leaving it to the time of accounting at Headquarters to separate the two kinds of expenses.

If, however, AECASSOWARY-29's assignment in Brussels should eventually become permanent, we shall T/A to Brussels AECASSOWARY-29's original \$1,500 Headquarters advance for accounting there.

We suggest that you impress upon AECASSOWARY-29 the importance of keeping an accurate written record of his expenditures and that he be reminded that if he fails to do so, only he will be the loser. AECASSOWARY-29 has a good record at Headquarters on this score, and we do not believe he will need much urging.

3. HOUSING: Since AECASSOWARY-29's TDY to Brussels is of rather indefinite duration, and since he will in all probability find some kind of semi-permanent quarters in Brussels, we have arrived at the following arrangement with him: He will be on per diem in Brussels for a reasonable time, until he finds suitable semi-permanent quarters there. Thereafter,

Distribution:

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he will be reimbursed for the cost of his Brussels quarters but will not receive per diem while in Brussels. (The quarters reimbursement will be handled at the time of his TDY accounting.) While in a travel status outside Brussels in Belgium or elsewhere in Europe, AECASSOWARY-29 will receive per diem at the staff rate. We believe this arrangement to be fair inasmuch as AECASSOWARY-29 will in all probability have to maintain some kind of permanent quarters in Brussels while travelling elsewhere in Belgium. If the AECASSOWARY-29 assignment should become permanent, the system of quarters reimbursement and per diem while in travel status outside Brussels should be continued.

AECASSOWARY-29 will receive his salary regularly from ARHEHIVE. He has already received it in advance through December. Arrangements for continuing payment will be made later between AECASSOWARY-29 and ARHEHIVE.

To recapitulate then, as long as AECASSOWARY-29's assignment to Brussels is not permanent, you need only concern yourself with periodic advances, as they become necessary. Only if AECASSOWARY-29's assignment in Brussels becomes permanent need ☐ handle AECASSOWARY-29's accounting.

4. DOCUMENTATION: We have observed from the cable traffic that you are in touch with HKTOPAZ regarding AECASSOWARY-29's documentation and trust that Belgian and/or German documents can be made available to enable him to cross international borders without delay if necessary.

5. COVER: AECASSOWARY-29 is travelling as a representative of ARHEHIVE, which will provide his principal cover and basis for contact with the emigration. In addition we are reestablishing a notional but backstopped research fund grant for AECASSOWARY-29 of the type which he held during his assignment in Frankfurt. We shall pouch to you shortly official notification by the research fund on letterhead stationery of the granting of a stipend to AECASSOWARY-29.

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